

MAR 4 1952

25X1A6A
25X1A6AAll Activities Located in Buildings ☐☐ RAS, and Alcott Hall

Chief of Procurement

Establishment of Building Supply Officer

1. In accordance with authority delegated in CIA Regulations ☐ the Procurement Office will assume accountability of all administrative property in use within the departmental area. Activation of a Building Supply Officer for Buildings ☐ RAS, and Alcott Hall was accomplished on 18 February 1952. In view thereof, the Procurement Office will be responsible for:

a. The requisitioning, turn-in, and transfer of all administrative property and supplies required by activities located in subject buildings.

b. Issuance or authorization for issuance of property passes for all property removed from subject buildings.

c. Receiving and processing all requests for equipment repairs and maintenance.

2. A Building Supply Room has been established in Room 1-C-47, Quarters Eye from which expendable supplies may be obtained during the hours 09:30 to 11:30 and 1400 to 1500 each day, Monday through Friday.

3. The Building Supply Officer will establish supply distribution points, where needed, in those buildings which cannot be conveniently serviced from the Supply Room in Quarters Eye. These distribution points will be stocked with commonly used items only, such as bond paper, carbon paper, pencils, etc.

4. All requests for non-expendable property, equipment repair service, and expendable supplies not obtainable from the Building Supply Room, 1-C-47 Quarters Eye or other supply distribution centers, will be directed in writing or verbally, forty-eight hours in advance of need, to the Building Supply Officer located in Room 1-C-45, Quarters Eye, ☐

5. A list of individuals for each activity located in subject buildings, who are authorized to requisition non-expendable property, will be furnished this Office. Number of individuals, so authorized, will be kept to a minimum.

Document No. 016

NO CHANGE in Class. ☒☐ RECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1035

Date: 2-13/78 By: ☐

6. Requests for supplies and equipment which require financial obligations will be initiated on Master Ditto, Form No. 36-125, "Requisition for Supplies, Equipment, or Service", signed by an authorized individual in accordance with paragraph 2b, Number [] Central Intelligence Agency Regulations, and directed to the Building Supply Officer for necessary action.

STAT

7. The Building Supply Officer will utilize the "Employee Property Issue Record", Form No. 36-99 to charge all portable items of a non-expendable nature to the using individuals in accordance with paragraph 2d (3) (d) of Number [] Central Intelligence Agency Regulations. It is the responsibility of each employee having custody of portable items, so charged, to secure a clearance from the Building Supply Officer prior to their changing locations within, or separation from, the Agency.

STAT

8. Present procedures and channels relative to the acquisition of, and accountability for, operational supplies and equipment will remain in effect and will in no way concern the Building Supply Officer.

9. In order that the functions of the Building Supply Officer may be executed and accurate property accountability maintained, it is requested that all requests for movement of property be coordinated with the Building Supply Officer.

JAMES A. GARRISON

WW/jes

cc: COP Chrono
Supply Chrono (2)
BSO File
Director of Training
Chief, Office of Gen. Services
Asst. Deputy (IAS)
Chief, Med. Staff